

COMMUNITY BUILDING RENTAL APPLICATION

109 NE 5TH STREET MILTON-FREEWATER, OREGON 97862 541-938-5531

CONTROL # _____

APPLICANT NAME: _____ DATE: _____

MAILING ADDRESS: _____ DAY PHONE: (____) _____

CITY _____ STATE _____ ZIP _____

THIS IS A PUBLIC__PRIVATE__EVENT ESTIMATED # IN ATTENDANCE _____

TYPE OF FUNCTION: _____ DATE OF EVENT: _____

INITIAL: _____ ******NO MUSIC OR ALCOHOL AFTER MIDNIGHT******

BUILDING WILL BE AVAILABLE AT 10:00AM THE DAY OF THE EVENT. BUILDING MUST BE SWEEP
 CLEAN, SPILLS MUST BE MOPPED, AND GARBAGE MUST BE PUT IN BAGS AND PUT IN PROPER
 CONTAINERS OUTSIDE THE COMMUNITY BUILDING BY 8:00AM THE FOLLOWING MORNING.
 ANY WORK DONE BY CITY EMPLOYEES WILL BE BILLED AT ACTUAL COST.

BUILDING WILL HEATED TO 68 DEGREES AND COOLED TO 74 DEGREES.

DOORS TO THE BUILDING MUST NOT BE BLOCKED OPEN.

NO THUMB TACKS OR SCREWS ARE TO BE USED IN ANY MANNER. ONLY PAINTERS TAPE ALLOWED

NOTHING MAY BE ATTACHED TO THE CEILING IN ANY MANNER. X _____

Initial if paid		TOTAL OFFICE USE ONLY
	NON-REFUNDABLE FEES	
	APPLICATION FEE \$200.00	
	SOUND VARIANCE (APPLY POLICE DEPT) \$25.00	
	PUBLIC DANCE PERMIT (APPLY POLICE DEPT) \$25.00	
	LIQUOR LICENSE FEE \$35.00	
	NON- REFUNDABLE FEE TOTAL:	
	EVENT RENTAL FEE	
	MAIN HALL \$300.00	
	KITCHEN \$75.00	
	CLUB ROOM \$50.00	
	RENTAL FEE TOTAL:	
	DAMAGE/CLEANING DEPOSITS	
	MAIN HALL \$300.00	
	KITCHEN \$200.00	
	CLUB ROOM \$100.00	
	MUSIC PART OF EVENT \$300.00	
	ALCOHOL PART OF EVENT \$300.00	
	KEY DEPOSIT \$20.00	
	DAMAGE DEPOSIT TOTAL:	
	TOTAL:	

INITIAL: _____ **IF THE CITY OFFICES RECEIVE VERIFIED COMPLAINTS, THE FULL AMOUNT OF
 DAMAGE DEPOSITS WILL NOT BE RETURNED. DEPOSITS MAY BE HELD UP TO FIFTEEN (15) BUSINESS
 DAYS AFTER THE SCHEDULED EVENT. THE BUILDING AND PARKING LOTS MUST BE CLEAR AND FREE
 OF DEBRIS AND LITTER PRIOR TO ANY RETURN OF DEPOSITS.

INITIAL: _____ ** THE CITY IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS